



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

Facility/Pavilion Permit Application (Parks & Recreation)

The Director of Parks and Recreation will issue a decision within 30 days. The review timeframe begins after the date of application acceptance by city staff.

In making this request, the applicant understands that the sponsor will hold harmless and indemnify the City of Stonecrest, its officers, employees, and agents against injury, loss or damage occurring as a result of facility/pavilion space. The USER will be required to provide Liability Insurance in an amount not less than \$1 million dollars, naming the City of Stonecrest its officers, officials, employees and agents as an additional insured party to the contract. For additional information regarding this requirement please contact the City of Stonecrest Parks & Recreation Department at 770-224-0200.

Applicant Information	Name:	
	Address:	
	Social Media/ Website:	
	Phone:	Fax:
	Cell:	Email:

Facility/ Park Requested:	Salem Park	Gregory Moseley	Farrington Park	Browns Mill Recreation Center	Browns Mill Park
Type of Function:					
Date Requested:					
Event Hours: _____ to _____ (includes setup and breakdown)					
Event Description:					
Are you charging for entry: _____ Will anything be sold on-site? _____					
Number of Participants:					

Affidavit	To the best of my knowledge, this Facility/Pavilion permit application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Parks & Recreation Department. I understand that failure to supply all required information (per the relevant Applicant Checklists and Requirements of the Stonecrest Chapter 19 Parks & Recreation CITY Code) will result in the rejection of this application.				
	Applicant's Name:				
	Applicant's Signature:				Date:
	Application Received By:				Project Number:
	Fee: \$		Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC		Date:
	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied				Date:



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WILL FOOD BE DISTRIBUTED AT THIS EVENT: ___ YES ___ NO (If Yes a Temporary Food Permit will be required by the Health Department: TEMPORARY FOOD SERVICE PERMIT APPLICATION Division of Environmental Health DeKalb County Board of Health 445 Winn Way, Suite 320, Decatur, GA 30030 Phone: (404) 508-7900 Fax: (404) 508-7979 www.dekalbhealth.net)

ANY LP-GAS, CHARCOAL, FLAMMABLE or COMBUSTIBLE LIQUIDS USED: ___ YES ___ NO
Off-Duty Officer Required: Yes No Officer(s):

NUMBER OF FOOD VENDORS ___	CONTACT NAME (If different from Sponsor/Applicant): CONTACT TELEPHONE (If different from Sponsor/Applicant):
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2. Deposit

- Rental fee and refundable damage deposit must be paid up front to secure reservation. Reservations will not be held without payment.

4. Communication

- All communication with the DEPARTMENT must be made through the Operations Manager Brandon Riley at 770-224-0200.

5. Maintenance

- The DEPARTMENT provides basic maintenance services throughout the week. The City of Stonecrest Parks and Recreation reserves the right to assess a maintenance surcharge to the user to cover the cost of the direct expenses incurred due to maintenance services being provided or repair to damaged facilities, including materials and supplies, labor, and electricity.

6. Litter Control

The USER is responsible for picking up litter. The USER is solely responsible for cleanup of event venue & all perimeter corridors affected by public attending the event. All sidewalks, streets, parking lots, bathrooms, & surrounding park areas clearly affected by your event must be returned to their original condition.

If the areas of the park affected by the USERS are not restored to their original condition immediately following an event, or completed by noon the day following an event; The City of Stonecrest Parks & Recreation DEPARTMENT shall undertake the clean-up activities and the USER shall be charged per man-hour for such time.

The USER shall not mark or deface the Park/Facility and shall not cause or permit anything to be done whereby the facility shall be in any manner injured, marred, or defaced. **USER'S will not drive or permit to be driven, nails, hooks, tacks or screws into any part of the Park/Facility and will not make or allow to be made any field alterations of any kind therein. Damages will be the responsibility of the vendor at the vendor's expense.**

8. Food Service/Sales

- No food sales are allowed from the parks unless food sales are being conducted from an approved/permitted location within the park property.
- Foods being cooked in the open doors with no proper refrigeration must abide by DeKalb County Health Department requirements.

1. Restrooms

- Any restrooms utilized by the USERS are considered leased space and the vendor is responsible for the care and cleaning of each unit both during and immediately following the event.
The DEPARTMENT will not provide additional restrooms to USERS for special events. The USER is responsible to contact a



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local user to make arrangements for restrooms at the USER'S expense which must also be approved by the DEPARTMENT.

- The only time the DEPARTMENT shall provide additional restrooms is if the permanent restrooms are closed due to maintenance repairs.

2. Permit to Close a Park

- The City of Stonecrest reserves the right to cancel any scheduled activity at City facilities when it is determined that such use would severely damage the parks condition or endanger the safety of the participants. If the USER utilizes fields after the DEPARTMENT closes them because of unsafe conditions, the USER will be responsible for the cost of any damage. Failure to comply or abuse of these procedures may result in the City of Stonecrest Parks & Recreation Department revoking the user's privileges to use the City's recreation facilities.

3. Temporary Closure due to Weather/ Any other factors

The DEPARTMENT, may cancel, postpone or delay any event due to inclement weather or any other factors, which might impair the safety of the participants or spectators or damage the facilities. When possible, the DEPARTMENT will contact the user's liaison if their assigned facility is closed

4. Incident Report

City of Stonecrest Parks & Recreation Department should be notified immediately of any injuries, deaths or vandalism. Vandalism must be reported to the DeKalb County Police Department at 404-392-2791 immediately upon discovery. Injuries and deaths should be reported to the DeKalb County Police Department immediately by dialing 911

A copy of police report should be forwarded to the DEPARTMENT within 24 hours of the incident.



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Terms and Agreements

1. USER must have the General Use Agreement, permits, and receipt in their possession for verification at the event.
2. Only applicants 18 years or older are issued Use Agreements and agrees to adhere to all City, County, and State laws and ordinances.
3. The DEPARTMENT reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons
4. Non-residents are charged an additional fee for rental of parks and facilities.
5. No food or beverages outside of water is allowed in City owned Gymnasium~~s~~.
6. Vehicles are not permitted off paved driveways. Dekalb County Police Department will issue citations for unauthorized parking.
7. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application. **(City logo only with approval from the DEPARTMENT)**
8. Rental fee and refundable damage deposit must be paid up front to secure reservation. Reservations will not be held without payment.
9. Cancellation and refund requests must be made in writing to the Department 10 (ten) days prior to the reservation date, after which no refunds will be allowed.
10. Inflatables are permitted in the park(s) with an approved permit, payment of applicable fees~~s~~, and proof of insurance.
11. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be placed in trash bags and left along the curbside at the conclusion of the event.
12. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Dekalb Police Department at applicant's expense.
13. Applicant will be billed for cost of repairs and/or replacement of any and all damages~~es~~ to structures, equipment, facilities, planting, or turf beyond normal wear and tear.
14. The City of Stonecrest will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles.
15. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks.
16. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the DEPARTMENT and the DeKalb County Board of Health 45 days prior to event to receive applicable permits.
17. Perspective rental applicants may not charge admission or ask for donations for entry into their rental space without the DEPARTMENTS approval.
19. Unbecoming behavior displayed by any spectator, participant, parent, coach or an official of the Association may be suspended or permanently barred from using the park.
20. The Southeast Athletic Complex field hotline number is (770) 224-0200. Please call to check on your field's status. When the hotline indicates a field is closed, fields are not to be played on under any circumstances. If a team or group plays or practices on a closed field, they will be subject to a fine plus damage and may be subject to a one-year suspension of eligibility for use of any Southeast Athletic Complex fields even if coaches and/ or officials are not present.
21. If an emergency should arise please call 911. If you need a police office to respond, you may call the Dekalb County Police Department Dispatch at **(678)406-7929** and describe the location and nature of your request.



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SAFETY/SECURITY PLAN: (Attach Plan of Action or briefly describe safety/security plan to include, proof police officers have been provided for event to ensure crowd control, EMS, internal security and venue safety)